

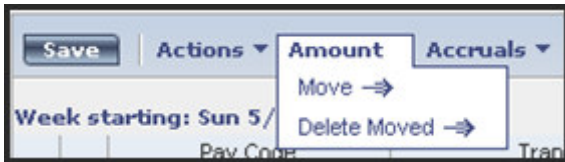


Pay Code Move

Pay Code Move

The Pay Code Move function is used only by managers to change the way overtime hours worked are compensated to employees.

1. Access an employee timecard.
2. Open the **Totals & Schedule** tab.
3. Right-click the Pay Code hours to move or
4. From the Menu, Select Amount > **Move**



5. The Move Amount box will display.

Move Amount

From

Pay Code: CL3 - Comp Lv Earned-1 hr EQ 1.5

Amount (HH.hh): 10.0

Transfer: ;DGS 36-1984/DGS 36-1886-/PT 2001236-GEN600/36740/-/3403/-

To

Pay Code ^: OT at 1.5 - Overtime

Amount (HH.hh) ^: 10.0

Effective Date ^: 7/29/2012

Transfer: //PT 2001236-GEN600/36740///

Comments ->

OK Cancel Help

6. Click the drop down arrow in the **Pay Code** field.
7. Select the appropriate Pay Code from the **Pay Code Move Matrix** (see page 2).
8. Enter the hours (HH.hh) to move in the **Amount** field.
9. Enter the date in the **Effective Date** field.
10. Enter the appropriate **Transfer** information, if applicable.
11. Click **OK**.
12. Click **Save**.
13. View the **Totals & Schedule** tab to verify that the changes were made correctly.

TOTALS & SCHEDULE			ACCRUALS	AUDITS	MOVED AMOUNTS
All					
Account		Pay Code		Amount	
(x)DGS 36-1984/DGS 36-1886-/PT 2001236-GEN600/36740/-/3403/-		CL3 - Comp Lv Earned-1 hr EQ 1.5		0.0	
(x)DGS 36-1984/DGS 36-1886-/PT 2001236-GEN600/36740/-/3403/-		OT at 1.5 - Overtime		10.0	

14. Verify the Move under the Move Amounts tab, including appropriate **Transfer** information, if applicable.

TOTALS & SCHEDULE		ACCRUALS	AUDITS	MOVED AMOUNTS
Effective Date	From Account			To Account
7/29/2012	DGS 36-1984/DGS 36-1886-/PT 2001236-GEN600/36740/-/3403/-			//PT 2001236-GEN600/36740///

From Pay Code	To Pay Code	Amount
CL3 - Comp Lv Earned-1 hr EQ 1.5	OT at 1.5 - Overtime	10.0

15. If you make an error, simply repeat steps 1–4, from the Menu, Select Amount > **Delete Moved**, to start over. Do not attempt to correct with additional Pay Code Moves.





Pay Code Move Matrix

Pay Code Move Matrix

Changing Overtime Pay to Compensatory Leave Earned

Generally, all overtime hours worked by non-exempt employees will be paid by MCtime in the form of overtime pay. An employee may elect to earn compensatory leave in lieu of overtime pay with supervisory approval. To reclassify the overtime hours from pay to compensatory leave, the supervisor must perform a Pay Code Move by selecting the appropriate Compensatory Leave Pay Code that matches the corresponding Overtime Pay code as reflected below.

Changing Compensatory Leave Earned to Overtime Pay

Generally, all overtime hours worked by exempt employees will be paid by MCtime in the form of compensatory leave. An employee may elect to earn overtime pay in lieu of compensatory leave with supervisory approval if the cost of overtime pay can be accommodated within the department's existing budget appropriations and the amount of overtime work needed is so great that the employee would not be able to use the compensatory time earned during the leave year. To reclassify the overtime hours from compensatory leave to overtime pay, the supervisor must perform a Pay Code Move by selecting the appropriate Overtime Pay Code that matches the corresponding Compensatory Leave Pay Code as reflected below.

Changing Holiday Premium Pay to Compensatory Leave

All holiday hours worked by an employee will be paid as Holiday Premium Pay by MCtime. If a department director cannot pay premium pay to an employee for holiday work because of special or significant budgetary limitations, the department director must credit the employee with compensatory leave in lieu of holiday premium pay. To reclassify the holiday hours worked from Holiday Premium Pay to Compensatory Leave, the supervisor must perform a Pay Code Move by selecting the appropriate Compensatory Leave Pay Code that matches the corresponding Holiday Premium Pay code as reflected.

OVERTIME PAY	MOVE TO	COMPENSATORY LEAVE
OT at 1.5 - Overtime	→	CL3 - Comp Lv Earned-1 hr EQ 1.5
OT at 1.5 36 HR Week - Overtime	→	CL3 - Comp Lv Earned-1 hr EQ 1.5
OT at 1.5 44 HR Week - Overtime	→	CL3 - Comp Lv Earned-1 hr EQ 1.5
OT at 1.5 on Unscheduled Day	→	CL3 - Comp Lv Earned-1 hr EQ 1.5
Call Back Pay	→	CL3 - Comp Lv Earned-1 hr EQ 1.5
OT - DOCR - Paid Meal Break	→	CL3 - Comp Lv Earned-1 hr EQ 1.5
Overtime Premium at .5	→	CL1 - Comp Lv Earned-1 hr EQ .5
Overtime Due to Schedule Change	→	CL1 - Comp Lv Earned-1 hr EQ .5
OT at 1.0 - Overtime	→	CL2 - Comp Lv Earned-1 hr EQ 1.0
COMPENSATORY LEAVE	MOVE TO	OVERTIME PAY
CL3 - Comp Lv Earned-1 hr EQ 1.5	→	OT at 1.5 - Overtime
CLE - 1.5 36 HR Week	→	OT at 1.5 - Overtime
OT at 1.5 44 HR Week - Overtime	→	OT at 1.5 - Overtime
CLE - 1.5 44 HR Week	→	OT at 1.5 - Overtime
CLE - 1.5 Unscheduled	→	OT at 1.5 - Overtime
CL2 - Comp Lv Earned-1 hr EQ 1.0	→	OT at 1.0 - Overtime
CLE - 1.0 36 HR Week	→	OT at 1.0 - Overtime
CLE - 1.0 44 HR Week	→	OT at 1.0 - Overtime
CLE - 1.0 Unscheduled	→	OT at 1.0 - Overtime
HOLIDAY PAY	MOVE TO	COMPENSATORY LEAVE
HDP - Holiday Pay	→	CLH - Comp Lv Earned for Holiday
HP1 - Holiday Premium Pay at 1.5	→	CL3 - Comp Lv-1 hr EQ 1.5
HP2 - Holiday Premium Pay at 2.0	→	CL4 - Comp Lv-1 hr EQ 2.0

